



**Defense Information Systems Agency
Out-processing Checklist for Contractors**

Name: _____ Date: _____
(Last, First, MI)

Company Name: _____ Departure Date: _____
(Prime)

Clearance Requirements:

Office	Location/POC	Initials/Remarks
Contractor Property Custodian	Duty Section **	
Classified Document Control (Government ACDR Acct Cust)		
COMSEC	Bldg 57428, JTF Rm 130	
Testbed Equipment Pool	Bldg 57428A, South Entrance JTF	
Net Ops	Rm 174/Net Ops personnel	
Service Desk - Voice Mail - Telephone - JITC Library	Cube 142-D	

Property Custodian located in your Duty section
You must clear any outstanding hand receipts with the Action Officer and Duty section Property Custodian before you clear with the Contractor Property Officer. All property transactions should be cleared no less than 3 days prior to departure.
I certify that I have not signed for any additional Government furnished property other than those issued to me from my primary Contractor Property Custodian. Yes/No Initial _____ Duty section Property Custodian Initials: _____ Date: _____

Office	Location/POC	Initials/Remarks
Security Office – - Keys - Badges - SCIF (If Indoctrinated for TS/SCI)	Room 110	
COR/ACOR - CAC Card - Copy of completed form	Room 210 This will be the LAST STOP	

Employee Signature _____ Date: _____

Authorized Company Signature _____ Date: _____